

DD/R-261-63

20 February 1963

MEMORANDUM FOR: Director of Personnel

ATTENTION: Chief, Salary and Wage Division

**SUBJECT: Request for Establishment of Administrative
Officer Position**

1. It is requested that Position #0014, Finance Officer-Ch., on the staffing complement of the Office of Special Activities be deleted and in lieu thereof the position of Administrative Officer, GS-15, be established on the staffing complement of the immediate Office of the DD/R.

2. This new position should follow #0024 on the staffing complement of the Office of the DD/R.

25X1A

**Executive Assistant
Deputy Director (Research)**

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DDR: [REDACTED]:6561:bb (20 Feb 63)